

## ***POLICY***

### **VISIBLE IDENTIFICATION**

#### **(03.004)**

#### **POLICY**

Northland Polytechnic operates a visible identification (ID) policy for staff, students and associated visitors on all campuses, and other learning sites, to wear a “NorthTec” lanyard containing a Northland Polytechnic ID card at all times. Staff and students on off-site activities should also wear their lanyard and ID card while on Northland Polytechnic business.

#### **PURPOSE**

The wearing of a visible ID attached to a lanyard by staff, students and visitors reflects best practice of employers in business and industry. This policy reinforces the operational security, safety and crisis response procedures of Northland Polytechnic.

ID cards verify a person is an authorised member of the Northland Polytechnic community.

#### **APPLICATION AND SCOPE**

This policy applies to all staff, students, council members and visitors on Northland Polytechnic sites.

#### **DEFINITIONS**

- *NorthTec*  
NorthTec is the trading name of Northland Polytechnic and features on the lanyard.
- *Staff*  
For this policy and procedure, the term ‘staff’ applies to all staff (inclusive of staff on a permanent, fixed term or temporary contract), volunteers and contractors for whom a Northland Polytechnic campus is a regular place of work (including cleaning and security staff).
- *Student*  
Any enrolled Northland Polytechnic learner, including school students who are not enrolled at Northland Polytechnic but who attend a Northland Polytechnic campus regularly for educational purposes and supported interns.
- *Council Member*  
Members of the Northland Polytechnic governing body
- *Visitor*  
Any person who attends a Northland Polytechnic campus or site other than staff, students and council members.

#### **COMPLIANCE OBLIGATIONS**

- Health and Safety at work Act 2015

**Responsibility** Chief Executive  
**Approval dates** July 2019  
**Next Review** July 2022

**KEYWORDS**

Identification  
ID Cards  
Lanyards

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## PROCEDURES AND GUIDELINES

### 1.0 GENERAL INFORMATION

- 1.1 The wearing of their Northland Polytechnic ID attached to a lanyard is compulsory for staff and students. Not wearing their Northland Polytechnic ID attached to a lanyard is deemed a breach of Northland Polytechnic policy. The failure of a member of staff to comply with the Visible Identification policy and procedures may be subject to disciplinary action.
- 1.2 Lanyards are provided in the following colours:
- **Staff and Council member:** teal OR black quick release with teal lettering
  - **Student:** lime green
  - **Visitor:** red
- 1.3 **Staff** have their photograph taken and issued with their ID card and lanyard during induction on their first day of employment.
- 1.4 **Students** have their photograph taken and issued with their ID card and lanyard within five days of commencing their programme of study.
- 1.5 **Staff and students** who forget their ID will be required to sign in as a visitor for the day and will be issued with a visitor lanyard.
- 1.6 **The issuing of a replacement ID card** when a photograph requires updating, or if a card is damaged incurs no cost to staff and students.
- 1.7 **Visitor lanyards** and ID cards are available at the reception desk. On arrival on campus the full visitor details (including the name of the person they are visiting) are to be provided to the Reception team who ensure that all visitors have signed-in and issue their visitor ID and lanyard and provide health and safety and safeguarding information.

### 2.0 RESPONSIBILITIES

- 2.1 **All staff, students, council members and visitors** are responsible for wearing their lanyard and ID card while on any Northland Polytechnic campus or when escorting students off-site.
- 2.2 **Staff** are responsible for ensuring the photograph on their ID card is a recognisable likeness. In the event the photograph on an ID card become out-of-date then the member of staff is responsible for updating their photograph and ID card.
- 2.3 **Line Managers** are responsible for ensuring their direct reports are issued with a lanyard and ID card, and for complying with the Visible Identification policy and procedures at all times. Line managers are also responsible for granting reasonable adjustments to staff whose disability or workplace conditions render it is either impractical or unsafe to wear a lanyard.
- 2.4 **Reception staff and Regional Administrators** are responsible for issuing temporary visitor lanyards and ensuring the correct sign-in procedures are observed.
- 2.5 **The Governance Administrator** is responsible for ensuring all Council members have ID cards and lanyards.

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### 3.0 EXEMPTIONS

- 3.1 Exception to the wearing of lanyards apply to staff/students who are undertaking **practical tasks** where entanglement or other such risks have been identified. If the wearing of a lanyard is impractical or unsafe for these staff, their line manager should be advised, and the ID card should be clipped on to an appropriate place, for example, a belt or a lapel.
- 3.2 Exception to the wearing of lanyards apply to those persons whose **disability render it is either impractical or unsafe** to wear a lanyard. A reasonable adjustment may be made to accommodate their particular circumstances at the discretion of their line manager.
- 3.3 For staff and students who wear a **Niqab or Burka**, an ID photograph will be taken with the face covering removed. The ID photograph is to be taken in a private area by a female member of staff and to be kept securely on their student or personnel file, but will not be printed onto the ID card which will record only their name.
- The individual should be aware that they may be required to remove their face covering, if required, for security checks and identity confirmation before examinations. A private area and female member of staff will be made available to conduct any such checks if they are deemed necessary.
- 3.4 Visitors will not be required to wear a lanyard at **public events** such as Northland Polytechnic open days, dining at the Apprentice Restaurant, Wharekai lunches and openings at the Geoff Wilson Gallery.

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REVISION HISTORY			
Version	Description of Change	Author	Effective date
1	New	SLT	25 July 2019